

**Procurement Specialist - Senior
(IT Acquisitions Analyst)**

POSITION SUMMARY

Under general supervision of the IT Enterprise Sourcing Section Chief, this position manages enterprise information technology (IT) procurement processes for the State, including the Division of Enterprise Technology in the Department of Administration as well as other customer agencies.

This position performs procurements of highly complex telecommunications needs for statewide information technology initiatives. This position is responsible for applying procurement policies and procedures that must address unique and complex technological standards related to telecommunications. These policies and procedures cover the entire spectrum of telecommunications category management including planning, forecasting, RFP or bid development or use of the DOA exception authority, evaluation of solicitations, negotiating contracts, contract administration and equipment disposal processes. Responsibilities also include assisting with development of information technology specifications, and the development of cost and evaluation criteria. This position leads and coordinates enterprise-wide, cross- functional procurement.

In order to ensure cost-effective procurements and successful negotiation of contracts, knowledge of a wide variety of telecommunications technologies is required. Knowledge of enterprise telecommunications architectural direction, policies and standards set by the Division of Enterprise Technology will be required.

Goals and Worker Activities

45% A. Manage the procurement process used to select/procure telecommunications equipment and services including review and editing of legal terms and conditions surrounding software license agreements (EULAs).

A1. Develop detailed and highly complex technical specifications.

A2. Organize solicitations to encourage vendors to package alternative proposals. Within this function, the incumbent must be able to independently evaluate the feasibility and cost/benefit of alternative proposals.

A3. Implement a detailed life-cycle evaluation methodology as appropriate for each acquisition. Evaluate vendor responses to determine the lowest life-cycle cost consistent with the evaluation criteria.

A4. Develop the selection process for each acquisition identifying the evaluation criteria.

A5. Coordinate the appropriate resources to participate in statewide standards groups, and evaluation teams. Brief and train the committees on the acquisition process and statutes and rules governing the acquisition process.

A6. Serve as the procurement resource for evaluation teams. Organize and compile the evaluation results.

A7. Serve as the primary contact for the vendors and schedule appropriate vendor presentations.

A8. Negotiate with vendors to obtain best possible pricing.

A9. Review with management the awarding of contract(s) to the successful vendor(s).

A10. Conduct market research that provides a thorough knowledge of industry trends and determine the optimal time to purchase telecommunications equipment and services.

A11. Analyze market, technology and recent state enterprise acquisitions to determine most cost-effective procurement methods. Request for Bid (RFB), Request for Proposal (RFP), or waiver or exemption of the sealed bid process.

A12. Develop solicitation methodologies to maximize competition for each acquisition.

35% B. Manage contract negotiations for all statewide contracts and for ongoing contract administration functions.

B1. Negotiate Best and Final Offers with vendors on proposals as appropriate. Analyze, evaluate and issue awards based on Best and Final submittals.

B2. Negotiate terms and conditions, implementation schedules, deliverables and standards on all statewide enterprise IT contracts.

B3. Monitor vendor performance and take corrective action when necessary.

B4. Serve as primary point of contact for mediating and resolving statewide contract issues and disputes. Provide consultation to agency legal counsel on technology contract issues. Review and approve contract amendments with DOA legal staff as necessary.

15% C. Educate customer base on procurement policy and procedures specifically as they relate to the acquisition of telecommunications equipment and services.

C1. Through day-to-day contact, provide information to agency customers that will help to ensure their understanding of the procurement process.

C2. Educate Department of Administration staff and management of the procurement policies and processes used by this agency including the exception authority used by Division of Enterprise Technology.

C3. Assist in the on-going updates to the State Procurement Manual

5% D. Conduct other duties as assigned.

D1. Maintain up-to-date technology procurement skills through on-line research, and attendance at seminars and classes.

D2. Provide accurate and timely status reports as requested.

D3. Work on assigned special procurement projects.

D4. Provide backup assistance to other purchasing managers in the Bureau as needed.

Knowledge, Skills, and Abilities

1. Knowledge of enterprise information telecommunications equipment and services.
2. Knowledge of information technology standards.
3. Knowledge of information technology limitations and integration issues.
4. Ability to conduct market analyses and ability to determine industry trends in information technology markets.
5. Knowledge of life cycle evaluation methodologies.
6. Contract development and negotiation skills.
7. Contract compliance and monitoring skills.
8. Knowledge of state procurement law and administrative rules.
9. Knowledge of sound business and information technology management principles and practices.
10. Knowledge of policy and procedural development.
11. Strong oral and written communication skills.
12. Strong organizational skills.
13. Advanced skill level using Microsoft Word and Excel to develop bid pricing sheets and bid evaluation abstracts.